

QUICK START GUIDE

Remote signature with sign-me

Quick Start Guide for registration, identification and signature in the sign-me web portal for self-employed or private individuals



The sign-me remote signature service from D-Trust, the qualified trust service provider of the Bundesdruckerei Group, lets you digitally sign any PDF document (e.g., contracts, offers or invoices).

Registration

1. In your browser, navigate to www.sign-me.de.

2. Click on Register.

3. Enter your data in the registration form and confirm by clicking on Next. You will immediately be sent an e-mail with a confirmation link.

Note: Please use your personal data as shown on your ID card.

4. Open the e-mail with the confirmation link and click on the link to complete your registration.

Note: If you have not received an e-mail from us, please check your spam folder.

You are now successfully registered and can log into www.sign-me.de in order to identify yourself. By confirming your e-mail address, you will receive a starting credit of 10 coins.

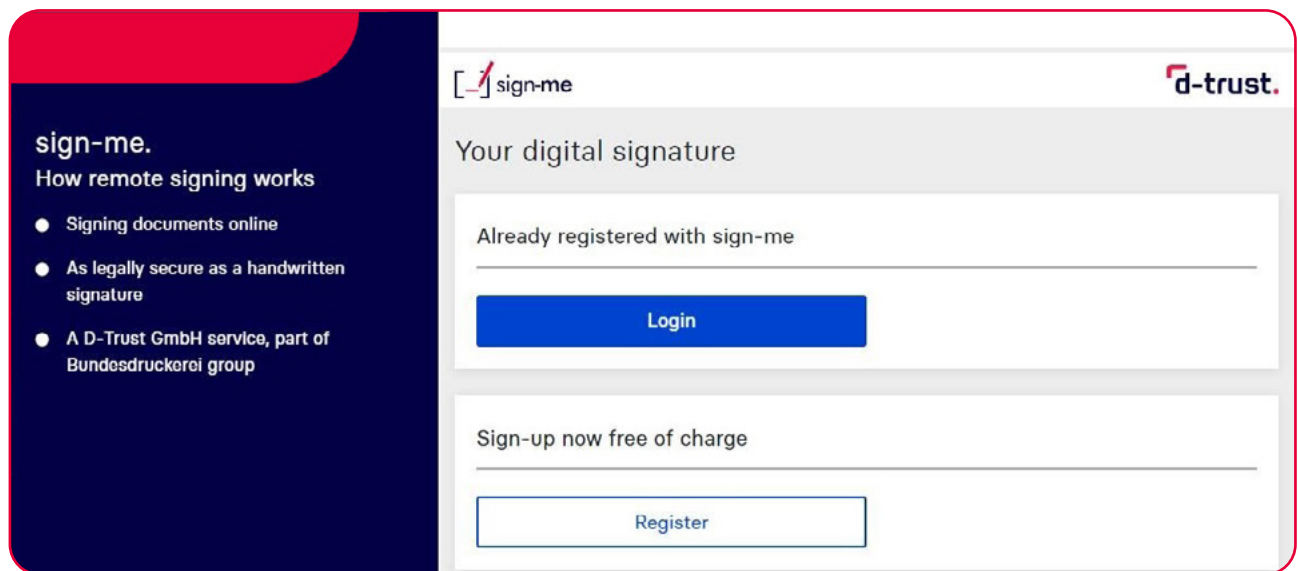


Figure 1: Home page of the sign-me application

Identification

If you remain logged into sign-me You will be forwarded directly to the possible identifiers by sign-me.

If you have logged out of the sign-me system again, please start with step 1 and log in again.

1. Log in to www.sign-me.de.

2. Click on Identify. Before starting the identification process, you must agree to the sign-me terms of use. Please check all checkboxes and confirm with **Next**. There are various options for identification.





3. For quick identification, it is best to use the online identification function of your ID card. This type of identification is currently free of charge for you via the sign-me portal.


You will need the following to use the online identification function:


- A PC or notebook and a card reader or NFC-enabled smartphone
- AusweisApp must be installed. Please start the app right away on your device. The AusweisApp app will open automatically on the smartphone in the process. The application must be started on the desktop.
- An activated online identification function and your PIN. If needed, you can activate the online identification function for free and set a new PIN at your municipal citizen service.


Selecting the "Online identification with ID card" type of identification launches the "Identify" process in AusweisApp. Hold your ID up to the back of the smartphone. You may need to vary the distance and angle so that the ID is recognized. Then follow the instructions for AusweisApp. The process has ended once you have entered your PIN.

What you need:

- A** An ID card, electronic residence permit or the eID card for citizens of the EU 
- B** Your personal PIN for the eID function must be known (Note: Online identification function and PIN can be activated or modified for free at the municipal citizen service) 
- C** NFC-enabled smartphone or card reader 
- D** AusweisApp on a PC or smartphone 

 **Advantage:**
Always available, fast and reliable

 **Time required:** 2 minutes



How it works:






- 1** After your register for sign-me start identification and select "Online Identification (eID)" 
- 2** Desktop: Open AusweisApp
Smartphone: AusweisApp will open automatically 
- 3** Place your ID card on the NFC interface of your smartphone 
- 4** Enter PIN and confirm the required ID data 
- 5** Done – you will be automatically redirected to the sign-me portal 

Figure 2: Online identification with an ID card (eID function)

4. Alternatively, you can also use the VideIDent procedure.

Note: Please note that identification using Videoident costs 50 sign-me coins. If you do not have enough credit, you can purchase additional coins through our partner **ReinerSCT**.

Please select **Other identification**. You will need the following for video identification:

- A smartphone or a notebook with a microphone and camera
- Your ID card or passport

5. We recommend that you use the identity™ app for the Videoident procedure.

To do this, install the "identity online" app of our partner identity™ on your iOS or Android device. Log in to www.sign-me.de using any browser and start the identification process.

Read helpful tips on your identification and click and follow step by step the instructions of our partner identity™.

Important!

Please do not close the app or browser during and after the video session, as the process will otherwise be aborted.



You would then have to start the whole process over again. Your data will be checked after the video session. This process may take a few minutes. Please be patient and continue to follow the instructions, which will redirect you to where you can generate the signature certificates.

What's needed?:

- A** A PC with an internet browser, microphone and camera or a smartphone with the from the identification service provider
- B** Network with a least 0,5 Mbps
- C** Mobile phone for receiving SMS-TANs

Advantages:

- Suitable for checking ID cards from many countries (Basis PRADO-Register*)
- Available 24/7 in English and German

Time required: 5–15 minutes

*<https://www.consilium.europa.eu/prado/en/prado-start-page.html>



How it works:

- 1 The user's identity is verified by the identifier in a video session
- 2 Live images of the user's ID document and facial image are transmitted online
- 3 The user completes and checks the personal data
- 4 The user confirms the forwarding of the data by SMS-TAN
- 5 The back office checks the data captured using a 4-eyes-principle

Figure 3: Online identification with Videoident

Activating your signature account

1. Click on Next in the open browser window. You will then be redirected to your signature account, and your signature certificates will be generated. You can view them at any time in the portal under "Settings" and "Manage signature certificates".

2. You can now upload and digitally sign PDF documents.

Signing digitally in seven steps

1. Log in to www.sign-me.de.
2. Select **Sign your own PDF** and upload the PDF document.
3. Enter the desired position of the signature symbol.
4. Select **Qualified Signature** for the legally secure signature.
5. You will be directed to the sign-me 2FA app to confirm your signature. Alternatively, TAN a procedure via text message is also offered
6. Confirm the signature.
7. Download the signed PDF document
8. Documents are stored in the sign-me portal under "Signature History" for 4 days and can be downloaded there again as needed.

The current version of Adobe Acrobat Reader DC shows the validity of the signature. The eIDAS logo stands for the qualified signature. In Germany, this is equivalent to the legally required written form.

Setting up the sign-me 2FA app

- sign-me offers the use of the sign-me 2FA (two-factor authentication) app as a convenient alternative to the text message TAN. Install the app for **Android** or **iOS** on your smartphone. You need to connect the app to your sign-me account once – to do this, go to "App Registration" at www.sign-me.de, select a PIN for releasing the signature and scan the QR code with the sign-me 2FA app.
- If you want to use a different device, such as after replacing your smartphone, please start a new login under "Settings/App Login" – the connection with the old device will then be cancelled.
- Using the app is intuitive: When signing, select "Sign with app". The app will automatically open on your smartphone and prompt you to approve the signature with your PIN.

Do you want to top up your sign-me credit?

Purchase more sign-me coins VIA the "Top-up" function in your user account. You will be forwarded directly to the shop of our partner **ReinerSCT**.



Do you want to embed sign-me for digital signing in your document workflow?

Contact us at vertrieb@d-trust.net



Do you have any further questions? Please visit our [webseite](http://www.d-trust.net/de/loesungen/sign-me) (www.d-trust.net/de/loesungen/sign-me) or have a look at our [FAQ](http://www.d-trust.net/de/support/sign-me) (www.d-trust.net/de/support/sign-me).

You can find more information on AusweisApp on our [Webseite](http://www.ausweisapp.bund.de) for the app (www.ausweisapp.bund.de).